

To: Public Assistance Applicants from Major Disaster Declarations
Subject: Explanation of Required State of Tennessee Forms for Contract Generation and Reimbursement of Funds

PLEASE READ CAREFULLY

The following forms are required by the State of Tennessee **before any contracts and/or payments can be processed**. Do not submit these forms to the Federal Emergency Management Agency (FEMA). The forms must be submitted to TEMA in person or via email (contact to be provided), fax (615.242.4770), or mail. If using mail, the address is:

TEMA Public Assistance
3041 Sidco Drive
Nashville, TN 37204

- **Designation of Applicant's Agent** – This must be completed and signed by whomever has the authority to sign legal contracts for the applicant, i.e., the county executive, mayor or city administrator, general manager or financial manager of a cooperative, etc. This cannot be the head of a department that is part of a governmental jurisdiction, i.e., Highway Department, Public Works Department, etc.
- **Supplier Direct Deposit Authorization** – The State of Tennessee Department of Finance and Administration's Supplier Direct Deposit Authorization form is provided to ensure accurate account connections for direct deposit disaster payments. The following are the processes depending upon what is needed for your community/organization.
 - If you are a new vendor for the State of Tennessee, complete the form and send to your Public Assistance Liaison for processing;
 - If you are an existing vendor, but have a change that is not related to banking information, log on to the Edison Vendor website at https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST and make the changes needed; or
 - If you are an existing vendor and need to change banking information, complete the provided form and follow form's instructions for submitting to the state.
- **W-9 Form** – Required by the State.